

<p align="center"><b>ROP 6: PURCHASING</b></p>	<p align="center">Page 1 of 1</p>
<p align="center"><b>Division of Forensic Science</b></p> <p align="center"><b>Eastern Laboratory's Regional Operating Procedures</b></p>	<p>Amendment Designator:     0</p>
	<p>Effective Date:     8 Feb 2003</p>
<p align="center"><b>ROP 6: Purchasing</b></p> <p><b>1 Purpose</b></p> <p>This ROP provides guidance to laboratory personnel for the purchasing of goods and services.</p> <p><b>2 Reference</b></p> <p>Approval authorizations for fiscal documents are found in the Division's AOP 8, <i>Approval Authorization</i>.</p> <p><b>3 Small Purchase Charge Cards</b></p> <p>3.1 Department of Accounts Topic No. 20344 provides the overall policy and guidance for the use of a Small Purchase Charge Card.</p> <p>3.2 If there are problems with any part of an order, the card holder will contact the vendor immediately for resolution.</p> <p>3.3 Card holders will reconcile their monthly AMEX statements, complete a Certification for Payment, and forward it to their supervisors for approval. When the certificate is complete, forward it to the Laboratory Director for review and submission to the DCJS Purchasing Manager.</p> <p><b>4 Purchase Requests</b></p> <p>4.1 All equipment and services not available by Small Purchase Charge Card for laboratory use will be requested on a purchase order, Form DCJS-02-001, prepared by the end user and sent to the Forensic Office Manager for forwarding to the Division.</p> <p>4.2 When orders for goods are received, the end user will physically inventory the contents of the order against the shipping document and verify that the material shipped meets the standards that were specified. The person receiving the shipment will sign the shipping document and forward to the Forensic Office Manager.</p> <p>4.3 If there are problems with any part of the order, turn them over to the Forensic Business Manager who will contact the vendor for resolution.</p> <p align="right">◆ End</p>	